

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 1779900

Director Agricultural Development, M-4

Brief Description of Class

The Director Agricultural Development oversees the delivery and administration of programs and activities that provide technical assistance, business support services, economic development, and marketing and promotion guidance to individuals, companies, and organizations in the food and agricultural industry.

This position is classified only at the Department of Agriculture and Markets.

Distinguishing Characteristics

One position class; under the general direction of executive staff, directs the programs, activities, and staff of the Division of Agricultural Development including the delivery of marketing and promotion, business development, and support services to the food and agricultural industry.

Related Classes

Economic Development Program Specialists 1-3 (Agriculture) apply agricultural business knowledge, training, and experience to provide agricultural economic development services to develop, promote, and market New York State agricultural products and commodities.

Illustrative Duties

- Directs the management and implementation of marketing and promotion, business development, and support services programs; and performs the full range of supervisory duties (e.g., performance evaluations, time and attendance, and staff development) for managerial staff.
- Directs and reviews the preparation of reports related to program activities.
- Ensures that all program funds are properly accounted for and managed.

- Determines the annual budget and personnel requirements, and develops budget proposals and staffing strategies.
- Provides assistance in the preparation of testimony, briefing papers, and other documents on agricultural business and market development matters.
- Communicates the agency's positions on important issues related to the Division's areas of responsibility.
- Develops new program initiatives or restructures existing programs to ensure that the Division's delivery of services to the State's food and agricultural industry are effective and efficient.
- Develops and coordinates agency policies, programs, projects, and initiatives to increase markets for the State's food and agricultural products.
- Represents the agency at conventions, trade shows, county fairs, events, and meetings with industry, State and local government agencies, and agricultural organizations in coordinating economic development initiatives.
- Develops and recommends legislative proposals, and reviews legislative proposals advanced by other agencies which could improve or otherwise impact on any of the program areas for which the Division is responsible.

Minimum Qualifications

Non-Competitive: A bachelor's degree in any field with 15 credit hours of coursework in at least one of the following: agriculture, agricultural economics, agriculture business, accounting, auditing, environmental studies, forestry, finance, marketing, communications, public administration, economics, business administration or political science; AND eight years of experience in programs involving the marketing of food, promotion of food, promotion of agricultural products and commodities or the business development activities for food and agricultural businesses. Four of the eight years of experience must have included supervision of staff and programs. A master's degree in any field with at least 15 credit hours of coursework in at least one of the above areas may be substituted for two years of non-supervisory experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification

Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

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